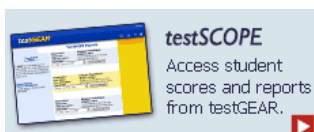# QUICK REFERENCE GUIDE FOR PROFESSIONALS

HOW TO GET STARTED WITH TESTSCOPE

*Learn how to use **testSCOPE**, the professional component of testGEAR, to view your students' progress in their online test preparation.*

HOW TO ACCESS TESTSCOPE

1. Go to https://procenter.rureadynd.com/ and log in to your RUReadyND.com Professional Center Account.
   Don't have a Professional Center Account? Visit http://www.nd.gov/cte/crn/FAQs/docs/QRG_Pro_First_Time_Users.pdf to get started.

2. Click on the testSCOPE badge. No separate login is required.

GETTING STARTED WITH TESTSCOPE

1. From the **testSCOPE** home page, choose:
   - **Downloads** to view testGEAR documents including paper versions of microcourses, practorials and full tests.
   - **Educational State Standards** to view educational standards for your state.

2. Click **Go To Reports** next to the test for which you are interested in viewing reports. Note that reports are updated every Friday evening. Your reports are divided into the following sections:
   - **Summary** gives a brief overview of your site's level of participation.
   - **Enrollments** track testGEAR Course Activity including: number of student enrollments, new enrollments, participation rate and number of logins.
   - **BrainScan Results** displays questions from the BrainScan and indicates how many students gave each available response. Clicking on the highlighted number will allow you to view which student provided which answer.
   - **Lesson Scores** displays each microcourse and practorial by name. The number of students who have accessed the lesson, the number of attempts made, the number of completions, and the average percentage of questions answered correctly are tracked. Click on any number to see a list of students who completed the activity.
   - **Practice Test Results** lists each practice test and full test. The number of students who took the test, the number of attempts made and the average percentage correct are displayed. Click on the test name to view specific questions and the number of students who answered correctly or incorrectly.
   - **Students** lists all students who have worked in testGEAR in your school. Sort students by keyword using the keyword filter at the top of the list. Click on a student's name to view all activities completed by the student, as well as his or her scores.